

# **Acceptable Use Policy**

## **Information Network System & Social Media**

### **Warren/Alvarado/Oslo Public Schools**

#### **Purpose**

The Board of Education, Administration, and Staff of the WAO schools recognize the need for access to a global information network. Preparing students to compete in the 21<sup>st</sup> century requires access to the tools they will be using as adults. Accordingly, the WAO schools shall operate an information network system to enhance and expand its educational mission.

#### **Definition**

Information Network is defined as the hardware, software, cabling, and related equipment that allows for the creation, storage, transfer and access to data, video and voice communication both within the district and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy.

User is defined as any person using the Information Network.

#### **Acceptable Use**

The district's information network shall be used for educational purposes consistent with the district's educational mission, district policy, state laws, and federal laws. Use of the information network is a privilege. That privilege may be revoked or restricted.

The district reserves the right to inspect folders and files (locally and cloud storage) to assure compliance with this Information Network Acceptable Use Policy.

#### **WAO Rights and Responsibilities**

- 1. The school district reserves the right to monitor all activity and use of all devices on the school network.**
- 2. The school district reserves the right to block any material on the internet made available at school.**
- 3. The school district reserves the right to deny access of school technology and software to any individual.**
- 4. The school district reserves the right to search school owned devices at any time.**

#### **Prohibited Use**

The following activities are prohibited:

1. Private or commercial business use
2. Any illegal activity
3. Using the system to submit, obtain, publish, store, or display objectionable or inaccurate information including:
  - a. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state, or federal law
  - b. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, religion, age, or national origin
  - c. Information or software that is pornographic or sexually explicit
4. Subscribing to any service which results in membership or line charges. System users and parents of student users assume full responsibility for any charges incurred. Students will not join a mailing list unless directed by a teacher as part of an assignment.
5. Any social media access during school hours and/or while using the WAO internet system.
6. Use of internet games/computer games without teacher permission.
7. Removing or defacing any barcode labels or serial numbers on any school issued equipment.
8. Bypassing the Warren Alvarado Oslo Sonicwall filter by use of a web proxy server.
9. We have the right to refuse devices on our network.

#### **Security**

Any action by the user which results in the compromise of the system's security is expressly prohibited. Any user identifying a security problem on the district's system must immediately notify the superintendents or technology coordinator.

1. Attempts to log on to the district's system as a system administrator or access any portion of the system, folders, or files for which the user does not have access privileges shall result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
2. Users will keep all accounts and passwords confidential
3. Users will not improperly access, alter, or delete the files, data, or other information of others.

### **Mobile Technology**

Upon receiving a mobile technology device from the district, including but not limited to, iPads, iPods, laptops, school purchased cell phones and desktop computers, it is the student and/or staff's responsibility to maintain the technology and return it in good working condition. If the technology device is damaged while not exercising good judgment, it is the sole responsibility of the WAO student or staff member to fix or replace the device. These cases are investigated by the WAO administration and WAO District IT staff. Parent(s) or guardians(s) may be billed for damages of equipment.

Students and staff will be held responsible for maintaining their individual iPads, iPods, laptops, school purchased cell phones and desktop computers, and keeping them in good working order. This includes while at the WAO campus and at home. This includes cleaning/disinfecting the device with appropriate cleaners and soft cloth.

Keeping a backup of local files (not applications) on various backup solutions (Google Drive, external hard drive, jump drive, CD/DVD, etc.) is the sole responsibility of each technology user.

- Mobile Technology Device cases furnished by the school district for distance learning or overnight check out, must be returned with only normal wear and no alterations to avoid paying a case replacement fee, which includes the cost of the new case.
- Mobile Technology Devices & desktop computers that malfunction or are damaged must be reported to the district IT staff as soon as possible. The school district will be responsible for repairing Mobile Technology Devices & desktop computers that have been damaged by staff/students due to daily wear and tear. The misuse, neglect or are accidentally damaged will be repaired or replaced with costs being covered by the student or staff. Staff/students will be responsible for the entire cost of repairs or replacement of the Mobile Technology Device & desktop computers that are damaged intentionally or from misuse.
- Mobile Technology Devices & desktop computers that are stolen must be reported immediately to the district Administration and district IT staff.
- Under no circumstances should Mobile Technology Devices be left in unsupervised areas. Any device left in unsupervised areas is in danger of being stolen.
- Lost or misused items such as sleeves, chargers, and cables will be charged the actual replacement cost to whomever possesses it.
- Any purchases made with an online account on your device without prior approval, will be your responsibility and must be reimbursed to the school district.
- WAO Students and Staff may use their personal devices while on campus. These devices must be checked over by the District Technology Director before it will be allowed to access the WAO Wifi. **Students-See elementary/high school handbooks as well as the *Bring Your Own Device* agreement for guidelines and rules regarding personal devices.**

### **Software**

System users are responsible for taking precautions to prevent viruses or other harmful software on individual workstations or the district's information network.

1. Any attempt to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws.
2. Students may not install any software without written permission from the teacher in charge and the system administrator.
3. Copyright laws and license agreements shall be adhered to.

### **E-mail**

Electronic users are responsible for taking precautions to prevent viruses or other harmful software on individual workstations or the district's information network.

1. Forgery of electronic mail messages is prohibited as is any attempt to read, delete, copy, or modify the email of other system users.
2. Students are cautioned not to give out their home phone number or address on the Internet
3. Students are prohibited from accessing anonymous mail accounts or chat rooms using the school district network. (ie. hotmail, etc.)

## **Cyberbullying**

**Students are reminded that using electronic devices or the internet to target another student may be considered cyberbullying under School District Policy 413 (Harassment & Violence), Policy 514 (Bullying) & Policy 524 (INTERNET ACCEPTABLE USE AND SAFETY POLICY).**

## **Parents**

- **Talk with your children about values and standards they should follow when using the internet just as you do with other information sources such as television, movies & radio.**
- **Help the school district ensure your child remains safe by using school issued email, software or technology equipment appropriately at home.**

## **System Vandalism**

System vandalism will result in cancellation of system use privileges. Fines or restitution will be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment, materials, or data. Vandalism also includes the uploading or creating of computer viruses.

## **Violations**

Violation of any provision or condition of this policy may be cause for disciplinary action. When applicable, law enforcement agencies may be involved. Coercing or encouraging another person to violate this policy will also cause investigation and possible disciplinary action.

## **Disclaimer**

The WAO School District provides the information network on an “as is, as available” basis. The network is not warranted to be error free or uninterrupted. The district assumes no liability for loss of data or service.

The user is solely responsible for evaluating the accuracy or suitability of any information obtained through a local or global network.

Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of WAO School District # 2176.

**Any questions regarding this policy should be directed to the Superintendent of Schools.**

**Acceptable Use Policy  
Information Network System  
Warren/Alvarado/Oslo Public Schools**

**(Signature Page)**

Staff/Student Name (Printed): \_\_\_\_\_

\_\_\_\_\_  
Staff/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date